



Australian Government

RIIWHS301E Conduct safety and health investigations

Release: 1

RIIWHS301E Conduct safety and health investigations

Modification History

This unit replaces RIIWHS301D Conduct safety and health investigations. Significant endorseable amendments have been made to Elements, Performance Criteria, Foundation Skills, Performance Evidence and Knowledge Evidence to better reflect current industry practices and clarify training outcomes.

Application

This unit describes the skills and knowledge required to conduct work related health and safety investigations as a result of an incident and to contribute to a safe workplace.

It applies to individuals who participate in work related health and safety investigations as part of their responsibilities.

Licensing, legislative and certification requirements that apply to this unit can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine the objectives and develop investigation plan	1.1 Identify, access and interpret work related health and safety investigation documentation, policies and procedures 1.2 Determine the scope of the investigation to create an investigation plan according to workplace policies and procedures 1.3 Confirm pre- and post-incident timeframe is consistent with all site and legislative requirements 1.4 Determine the need for eliminating safety hazards and address the needs of those involved in the incident and incorporate into investigation plan 1.5 Test the proposed objectives to clarify the scope of the investigation 1.6 Consult individuals and/or parties in accordance with workplace policies and procedures 1.7 Review investigation plan to check it includes agreed timelines, objectives, responsibilities, roles, documentation, actions and outcomes

ELEMENT	PERFORMANCE CRITERIA
	1.8 Communicate investigation plan to relevant individuals and/or parties in accordance with own role and responsibilities
2. Gather information	2.1 Maintain site security and integrity of evidence in accordance with site and legislative requirements 2.2 Plan and prepare for the systematic collection of information and data 2.3 Schedule information and data collection and completion to ensure minimum backtracking or repeat actions 2.4 Confirm methods used to collect and examine information, including interviewing and recording, meet site and legislative requirements 2.5 Collect, test and organise all appropriate information according to workplace policies and procedures
3. Evaluate information	3.1 Assess and evaluate information and data for validity and reliability to aid decision making 3.2 Undertake further research where information or data is unclear or inadequate, and rectify in accordance with investigation plan 3.3 Analyse the evidence to determine causes of the incident in accordance with own role and responsibilities 3.4 Draw investigation conclusions in accordance with investigation plan, workplace policies and procedures 3.5 Confirm findings and consider objectivity, confidentiality, validity and accuracy
4. Identify courses of action	4.1 Frame options and articulate findings to investigation team, in accordance with own role, responsibilities and workplace policies and procedures 4.2 Confirm options are provided in a form which meets the audience requirements, can be easily understood and enables selection of the most appropriate courses of action 4.3 Collate courses of action to identify actions for future prevention, in accordance with own role, responsibilities and workplace policies and procedures 4.4 Confirm courses of action are implemented and evaluated in accordance with investigation plan and workplace policies and procedures
5. Prepare and present investigation reports	5.1 Prepare investigation reports according to own job role, responsibilities and workplace policies and procedures

ELEMENT	PERFORMANCE CRITERIA
	5.2 Present written and graphical reports using a clear and concise structure and format appropriate to audience 5.3 Communicate outcomes to relevant individuals and/or parties according to workplace policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Writing	- Documents procedures, plans and outcomes using appropriate organisational formats and industry specific terminology - Develops reports using structure, format and language appropriate for purpose and audience
Oral communication	Uses appropriate language and non-verbal features to provide support, give instructions or request information
Interact with others	- Identifies and uses appropriate conventions and protocols when communicating with parties involved in various investigation stages - Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction - Takes a role in helping develop team understanding of investigation requirements

Unit Mapping Information

Supersedes and is equivalent to RIIWH301D Conduct safety and health investigations.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>